

THE  
RULES AND REGULATIONS  
OF THE  
STAFFORDSHIRE  
GENERAL INFIRMARY.

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1868.



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THE  
RULES AND REGULATIONS  
OF THE  
STAFFORDSHIRE  
GENERAL INFIRMARY,

AGREED UPON BY THE BOARD OF MANAGEMENT,  
JANUARY 3RD, 1868 ; AND  
CONFIRMED AT THE ANNUAL GENERAL BOARD,  
JANUARY 31ST, 1868.

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ESTABLISHED AT STAFFORD, JUNE 26TH, 1766.

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RULES AND REGULATIONS  
OF THE  
STAFFORDSHIRE  
GENERAL INFIRMARY.

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TITLE.

1.—That this Institution be denominated “THE STAFFORDSHIRE GENERAL INFIRMARY,” and that the Government thereof be vested in Subscribers qualified as hereafter mentioned.

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QUALIFICATIONS AND PRIVILEGES OF  
GOVERNORS, BENEFACTORS, and SUBSCRIBERS.

2.—That every Benefactor of Twenty Guineas or upwards, at one time, be a Governor for life.

3.—That every Subscriber of Two Guineas or upwards, per annum, be a Governor during payment.

4.—That all Benefactors of One Hundred Guineas or upwards, at one payment, and all annual Subscribers of Ten Guineas or upwards, be Vice-Presidents of the Institution.

5.—That any person bequeathing by Will Fifty Guineas or upwards, shall have the power of nominating a Governor for life from the period of the payment of the Legacy, and be entitled to recommend two In-patients and four Out-patients annually.

6.—That for every Guinea subscribed annually, or for every Twenty Guineas subscribed as a Donation, the

Subscriber or Benefactor be entitled to recommend one In-patient and two Out-patients (or six Out-patients) within the year ; and that Subscribers of Half a Guinea be entitled to recommend two Out-patients annually.

7.—That any Society or Body Corporate, giving a Benefaction of Twenty Guineas or upwards, be entitled to name a Member thereof, during whose life and no longer such Society or Body Corporate shall have the privilege of recommending one In-patient and two Out-patients for every Twenty Guineas so given.

8.—That any Society be entitled to recommend one In-patient and two Out-patients for every Guinea and a Half subscribed ; and that any Poor Law Union, paying a subscription of not less than Six Guineas, be entitled to send one In-patient for every Three Guineas so subscribed ; but the officers of such Society or Poor Law Union must engage to defray the expense of burying such Patients in case of death, or to remove them when required.

9.—That any Governor or Subscriber having exhausted his recommendations, have the privilege of sending In-patients upon the pre-payment of One Guinea with each, and five shillings with each Out-patient, and that the same permission be granted to Unions upon the pre-payment of Three Guineas.

10.—That no Patient remain in the Infirmary longer than Five Weeks upon one recommendation, without permission of the Weekly Board, or on producing a fresh recommendation, or on the previous weekly payment of Five Shillings, except accidents and fever cases.

11.—That the consulting and visiting Physicians and Surgeons of the Infirmary have the privilege of Governors and annual subscribers of Two Guineas ; but that no Physician or Surgeon shall be at liberty to recommend any Patient belonging to a Benefit Society or Poor Law Union District, of which he is the Medical Officer.

12.—That all legally qualified Practitioners in Medicine or Surgery, being Governors, be entitled to witness the Surgical Operations of the Infirmary, with the consent of the Operating Surgeon, who shall also be at liberty to introduce his friends.

13.—That all Benefactors, and Governors by virtue of Executorship, prior to the 1st of January, 1859, retain their respective rights and privileges.

14.—That all subscriptions be paid in advance, and be considered as made for the current year at the time of subscribing, and as terminating on the 1st day of January next ensuing.

15.—That no subscriber six months in arrear be entitled to any right or privilege in respect of his subscription, till his arrears are discharged ; and that no Governor becoming such by subscription, have a right to vote on any occasion, until at least six calendar months after the actual payment of his first subscription to the Treasurer, except in the case of the widow, or any other member of the family of a deceased Governor, continuing his or her predecessor's subscription.

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## GENERAL AND OTHER BOARDS.

### *General Rules Relating to all Boards.*

16.—That at all Boards (except the Weekly Board) the President being absent, one of the Vice-Presidents according to seniority shall take the chair ; and if no Vice-President be present, the Board shall appoint its own Chairman, who shall have a casting vote in addition to his own vote as a Governor,

17.—That minutes of the proceedings of every Board be fairly entered in books to be provided for that purpose, and signed by the Chairman and Secretary, and be at all times open to the inspection of the Governors.

18.—That at every Board the minutes of the last Board shall be first read ; and the orders of every Board shall continue in force until altered by a subsequent Board.

### *Annual and General Boards.*

19.—That General Boards of Governors be held at the Infirmary, on the last Friday in the months of January, April, July, and October, at half-past twelve o'clock, and oftener on special occasions, if requisite.

20.—That the Weekly Board, three Governors being present, have power to summon a General Board upon any special occasion ; but notice of such special General Board shall be given at least ten days previously in one or more of the principal County Papers, specifying the purpose for which such special General Board is summoned.

21.—That a General Annual Meeting of Governors and Subscribers be held on the last Friday in January, for the purpose of receiving the annual reports of the Board and of the Auditors, and electing the following officers for the ensuing year; viz. :—a President, Stewards, a Treasurer, and two Auditors; and that vacancies occurring during the the current year in the offices of Stewards, Treasurer, and Auditors be filled up at the next General Board.

22.—That at the General Board in October three Governors be appointed Visitors of the Lunatic Asylum at Coton Hill.

23.—That General Boards only, seven Governors being present, have the power of ordering the sale of the funded or other property of the Institution, or of directing any expenditure of an extraordinary nature.

24.—That at the General Boards in January, April, July, and October, two Governors, who shall signify their willingness to undertake the offices, be appointed to act as Chairman and Vice-Chairman of the Weekly Board for the ensuing quarter.

25.—That General Boards possess all the powers and privileges of Weekly Boards.

#### *Weekly Boards.*

26.—That a Weekly Board, which shall consist of Governors or Subscribers of not less than One Guinea, meet at the Infirmary every Friday at twelve o'clock in the forenoon, to regulate all matters relating to the admission and discharge of Patients; enquire into the behaviour of Officers and Servants; examine and pass the weekly accounts; and order payment for provisions, and other necessaries for the ordinary supply of the House.

27.—That all articles for the use of the Infirmary be provided by the Weekly Board, who shall, as far as is practicable, advertise for tenders to be made for the supply of the different articles, and contract with the person whose tender shall be considered most eligible, for such length of time as shall be agreed upon.

28.—That the Weekly Board on the first Friday in each month do inspect and allow the Quarterly Bills and appoint two Subscribers to visit the House during the current month.

29.—That this Board at a monthly meeting be empowered to discharge or appoint an Assistant to the House Surgeon acting as Dispenser, there being not less than five Governors present.

30.—That they inspect monthly the state of the House and its appurtenances, and, three members being present, direct all ordinary repairs, provided the expense of the same do not exceed Twenty Pounds.

31.—That it be the duty of this Board to suggest from time to time alterations and improvements in the Institution for the consideration of the General Board, and to investigate and report upon any matters which may be referred to them by the General Board; and also to prepare from time to time a Diet Table, and Table of Rules and Orders, for the regulation of the conduct of the Patients, Nurses, and Servants, together with Forms for Recommendation, and for all other purposes required by the Rules.

32.—That this Board be empowered to suspend the House Surgeon or Matron, and to fill up *pro tempore* any unexpected vacancy that may occur by such suspension.

33.—That the Board shall prepare a Report of the state of the Infirmary, and of the number of Patients admitted and discharged within the year, with an abstract of the proceedings of the Governors, and present such Report at the General Annual Meeting of the Governors and Subscribers.

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## ELECTIONS.

34.—Upon any vacancy occurring in the office of Physician, Surgeon, Surgeon Dentist, House Surgeon, or Matron, the Weekly Board shall, by advertisement, call a Special Meeting for the purpose of appointing a Committee of seven Governors; and such Committee shall forthwith advertise such vacancy in such papers as they shall think fit, fixing a day or days for sending in Testimonials and for the personal appearance of the Candidates, and shall then proceed to select out of the number not less than two or more than three Candidates, from whom the Governors at a Special Meeting, to be called by advertisement for the purpose within ten days, shall make their selection.

## OFFICERS.

*Trustees.*

35.—That the Funds of the Infirmary be vested in three Trustees ; and whenever, by death or otherwise, the number shall be reduced to less than three, the vacancies shall be filled up at the next General Board.

*Visitors.*

36.—That the House Visitors appointed for the month do visit the Infirmary, together or by turns, one day at least in the course of each week ; that each of them, when unable to attend, be requested to appoint another subscriber as his deputy ; and that they enter in a book provided for that purpose their answers to certain questions, which shall from time to time be inserted therein by the direction of the General Board.

*Treasurer.*

37.—That the Treasurer receive all moneys whatever belonging to the Infirmary, and pay all bills as shall be ordered by the General and Weekly Boards, every order being first signed by the Chairman and countersigned by the Secretary ; that he keep the keys of the Charity Boxes, and apply the money therein collected to the use of the Infirmary ; and that he report the receipt of any Benefaction or Legacy to the next Weekly Board.

*Auditors.*

38.—That the Auditors inspect and audit the accounts of the Infirmary, and report upon the state of its Funds to the General Annual Meeting of Governors and Subscribers, and that such Report be printed and a copy thereof transmitted to every Governor and Subscriber.

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 MEDICAL AND SALARIED OFFICERS.

39.—That the Medical and Salaried Officers consist of not exceeding three Physicians, three Visiting Surgeons, a Surgeon Dentist, a House Surgeon and Secretary, a Chaplain, a Matron, and an Assistant to the House Surgeon, acting as dispenser.

*Physicians and Surgeons.*

40.—That no Physician be eligible who is not legally qualified to practise as a Physician in England and Wales. And that no Surgeon be eligible who is not a Member of the Royal College of Surgeons of London, Edinburgh, or Dublin.

41.—That a Physician and Surgeon attend alternately every Friday at eleven o'clock, to examine persons recommended as In-patients, to certify their opinions of cases to the Weekly Board, and to prescribe for, or administer relief to, such as shall be admitted; and that the Surgeon Dentist attend at the Infirmary on Saturdays at twelve o'clock at noon.

42.—That all surgical operations, as far as is practicable, take place on the Wednesday in each week at eleven o'clock in the forenoon; and that on that day consultations be held, and notice given of any cases to be discharged on the day following.

43.—That no amputation, or other capital operation, be performed (except in cases of urgent necessity) without a previous consultation of the Physicians and Surgeons; that a short statement of the case be entered in a book to be provided for that purpose, and that the same be signed by all the Physicians and Surgeons present at the consultation. If any difference of opinion should arise, the operation shall not be performed except at the particular request of the Patient, to whom such difference is to be first explained.

44.—That all Patients be under the care of the Physician or Surgeon, and in mixed cases of both, whose turn it may be to attend when they are admitted.

45.—That each Physician and Surgeon visit his In-patients twice at least in every week, and whenever upon any sudden emergency he be requested so to do by the House Surgeon.

46.—That, if any Physician or Surgeon be prevented by indisposition or otherwise from attending his Patients, he shall engage some other Physician or Surgeon of the Infirmary to attend for him, but that in no case an assistant or apprentice be permitted to officiate in his stead.

47.—That every Physician or Surgeon who shall have been attached to the Infirmary as such for twenty years or upwards, shall upon his resignation become Consulting Physician or Surgeon to the Infirmary, and be called in to all general consultations of the Faculty; and shall also retain for life his privilege of recommending Patients.

*Chaplain.*

48.—That he be in full orders of the Church of England, and nominated by the Bishop of the Diocese.

49.—That he be required to read Prayers and preach a Sermon on every Sunday and Wednesday at such hours as shall be sanctioned by the Weekly Board; and also on Christmas-day and Good Friday.

50.—That he be expected to visit the whole of the wards at least twice in every week, and afford spiritual assistance to any of the Patients who may need it, then, or at any other time when the state of the Patient may render his ministrations desirable; and that he enter his name specifying the day and hour of every visit, in a book to be kept for that purpose

51.—That any Patient requiring the spiritual assistance of any other Clergyman, or of any Dissenting Minister, be always at liberty to receive it; that the House Surgeon or Matron immediately apprise the Clergyman or Minister so named of the wish of the Patient; and that the Chaplain do not interfere with such ministrations.

*House Surgeon and Secretary.*

52.—That every Candidate for the office of House Surgeon bring unexceptionable testimonials of moral conduct, and be a member of the Royal College of Surgeons of London, Dublin, or Edinburgh, and a legally qualified Apothecary.

53.—That he affix a ticket on each Patient's bed, specifying the name of the Patient, with the date of admission, and the name of the Physician or Surgeon; with the diet according to the directions of the Physician or Surgeon, and that he deliver daily to the Matron a Table of Diet for the Wards.

54.—That he visit the wards every morning and evening, and be ready to report to the Physicians and Surgeons the state of every Patient under their care.

55.—That he shall not practise out of the Infirmary, nor dispense any medicines without the directions of the Physicians or Surgeons, except in cases of emergency when they cannot be consulted.

56.—That he give notice in writing on Fridays to the Physician and Surgeon whose turn it shall be to attend the following week; and that he make a report to the Weekly

Board of all Patients received into the House, and of deaths that may have occurred during the foregoing week ; and deliver a list at every Board of such In-patients as have been in the House four weeks, and of such Out-Patients as have been on the Books two months.

57.—That he do not permit any person to dress, or take off a dressing from any Patient, without authority from the Surgeon under whose immediate care such Patient may be.

58.—That he keep in good order the surgical instruments and pharmaceutical apparatus ; that he keep an accurate inventory of the same for the inspection of the Board ; and that he do not lend or permit any instrument to be taken out of the House, except in cases of extreme emergency to be reported to the next Weekly Board ; and that he do not permit the Physicians' and Surgeons' books or papers to be inspected by any person without their authority.

59.—That he purchase no drugs, medicines, or surgical instruments without authority from the Weekly Board, except in cases of necessity ; and that he make a regular entry of the articles wanted in a book which shall be laid before the Weekly Board, and which shall be signed by him and by one or more of the Medical Officers.

60.—That he enter in a Register the names of all in and Out-patients, their residence, age, sex, occupation, disorder, by whom recommended, when admitted, when discharged, and in what state.

61.—That he regularly attend the Physicians and Surgeons in their visits through the wards ; that he never absent himself from the Infirmary without leaving information in writing where he may be found, and never sleep out of the House without special leave from the Weekly Board.

62.—That he attend every Board to minute down and register all proceedings ; that he keep all the accounts relating to the Infirmary, and be always ready to produce the books and accounts, if required, to any subscriber, but not to any other person without the sanction of the Weekly Board ; and that he on no account permit any book or document to be taken out of the house.

63.—That he keep an exact register of Governors, Benefactors, and subscribers, their subscriptions and arrears, the number of Patients each is entitled to recommend, and the number recommended during the current year ; and that this register be posted weekly and laid before the Weekly Board.

64.—That the Assistant to the House Surgeon acting as Dispenser do compound the medicines, and assist the House Surgeon and Secretary in his duties.

65.—That the House Surgeon, Matron, and Assistant be not absent from the Infirmary at the same time.

### *Medical Pupils.*

66.—That the Apprentices of Medical Practitioners resident in the County of Stafford be allowed to witness the Medical and Surgical Practice of the Infirmary, and to be present at Operations, under the denomination of “Walking Pupils;” the Apprentices of the Officers of the Institution to be admitted to these privileges gratuitously, those of other Practitioners on the payment of Ten Guineas to the Funds of the Charity; and that the assistants of any Medical Practitioner, having served a regular apprenticeship, shall be admitted on the payment of Five Guineas annually.

67.—That they be admitted for this purpose at such times only as may be appointed by the Medical Officers for receiving and visiting their Patients; that they on no account visit the wards, except in attendance upon the Medical Officers; and that they leave the House as soon as the Medical Gentleman whom they attend has seen all his Patients.

### *Matron.*

68.—That the Matron be responsible for the Management of the House; that she take care of the household goods and furniture, and keep on inventory thereof for the inspection of any Weekly or other Board; and that she be responsible for the conduct of the Nurses, and Mistress of the Female Servants, with power of hiring and discharge, but reporting each such act to the Weekly Board; that she keep a daily account of the provisions and other necessaries brought into the house, to be laid before the Weekly Board for examination; that she keep a diet book, by which the number of Patients on each diet may be ascertained.

69.—She shall keep in the Stock Book an account of the weight and quantity of all articles supplied; also, an account of all moneys by her paid or received for the use of the Infirmary; and in the Diet Book she shall daily enter the par-

ticulars of the consumption, which books and such other papers as may be required, she shall produce to the Weekly Board every week.

70.—She shall observe that the Patients' meals are served at the hour prescribed. She shall not issue or alter any allowance to any Patient without the express direction of the House Surgeon.

71.—That she take care of the keys of the doors, and see that the outer doors be always locked at ten in the evening.

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## ADMISSION AND DISCHARGE OF PATIENTS.

### *In-patients.*

72.—That Patients be admitted and discharged every Friday by the Weekly Board; and that Patients attend at the Infirmary with their papers of recommendation between the hours of ten and twelve in the forenoon.

73.—That in cases of Fever or urgent necessity the House Surgeon may admit Patients, giving immediate notice to the Physician or Surgeon of the week, and reporting the same to the next Weekly Board.

74.—That in all cases the Weekly Board shall decide whether the Patient recommended be, or be not, a proper object for admission, and under what restrictions and regulations.

75.—That no Patient be admitted into the Infirmary, whose case may be equally relieved, with regard to advice and medicines, as an Out-patient.

76.—That a letter, signed by the Chairman of the Weekly Board, be sent by post to every person recommending a Patient, to inform him that the person recommended is postponed or rejected, if the case so require; and that the like notice be given, when a Patient is discharged.

77.—That, whenever there shall be want of room in the Infirmary for the admission of such as are duly recommended and qualified to be In-patients, those shall be first admitted whose cases least allow of delay; and in cases of equal exigency the preference shall be given, first, to those who reside at the greatest distance; secondly, to those recom-

mended by such Subscribers as have not sent any In-patients within the year ; and thirdly, to those recommended by the largest contributor.

78.—That Patients duly recommended and qualified, who cannot be admitted for want of room, be entered in the books as In-patients, and received into the house upon the first vacancies, and in the mean time treated as Out-patients ; and that the Patients sent from distant places be, when the case so require, supplied with the provisions of the Infirmary, and attended by the House Surgeon, in case lodgings be provided for them near the Infirmary.

79.—That no Patient with sore legs be admitted, unless the examining Surgeon consider there is a probability of their being cured, or decidedly relieved ; that no woman far advanced in pregnancy, no child under seven years of age (except in extraordinary cases), no lunatic, no person having convulsive fits, or suffering solely from itch, or any complaint that is judged incurable, or in a dying condition, be admitted as In-patients ; or, if inadvertently admitted, be suffered to continue.

80.—That no soldier be admitted an In-patient, until his Officer shall have engaged to pay his subsistence-money to the Treasurer, not being less than at the rate of ten-pence per diem, during such time as he shall continue in the house ; except soldiers on furlough, not under the orders of an Officer.

81.—That the Diet Table, and the Table of the Rules and Orders which shall be from time to time prepared for the regulation of the conduct of the Patients, be hung up in each ward ; that the wards be named, and that a number be affixed to each bed in the wards.

82.—That no Patient go out of the Infirmary without leave of the House Surgeon.

83.—That no men Patients go into the women's wards, nor women into the men's wards.

84.—That the Patients be forbidden the use of spirituous liquors (unless ordered by the Physicians and Surgeons), and the smoking of tobacco within the house ; and that they be not suffered to use improper language, or behave themselves indecently, or introduce any immoral, irreligious, or otherwise improper books or publications, on pain of expulsion ; and that the Chaplain report to the next Weekly Board any breach of this Rule.

85.—That, whenever any Patient is discharged for irregularity, such person shall never be received into the house again, unless with the special approbation of the Weekly Board; and that an alphabetical register of persons so discharged be kept for the inspection of the said Board.

86.—That such of the Patients as are able to work be employed, with the sanction of the Physician or Surgeon under whose care they may be, in such ways as the House Surgeon or Matron may direct.

87.—That all Patients discharged cured, or greatly relieved, be recommended by the Chairman of the Weekly Board to return thanks in their respective Churches or Chapels, and that they receive a Form to be presented to their Ministers for that purpose.

#### *Out-patients.*

88.—That Out-patients be admitted every day except Sunday between the hours of ten and twelve o'clock in the forenoon; that, if admitted on a day fixed for the attendance of a Physician or Surgeon to see Out-patients for the first time, they be considered to be under the care of the Physician or Surgeon of that day; but that if they are admitted any other day they be attended to and prescribed for by the House Surgeon, who shall give notice to the Physician or Surgeon of the Week of their admission; and that they attend afterwards at the Infirmary at such times as the Physician or Surgeon, through the House Surgeon, may direct.

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#### POWER OF ALTERING RULES.

89.—That no alteration be made in these Rules, or in any others which may hereafter be adopted, unless the same be first approved by the Board, and be afterwards confirmed at a Special General Board, summoned by public advertisement according to the 20th Rule, and consisting of not less than seven Governors; which General Board shall not be held till after the expiration of seven days from the decision of the other Board.





